



CATEGORY - Human Resources

CDC-HR-2005-04 (Formerly CDC 900-1)

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Proponents: Center Administrative Offices, Atlanta Human Resources Center, DHHS; Financial Management Office

FARE SHARE PROGRAM

Sections: I. PURPOSE

II. AUTHORITY AND BACKGROUND

III. ACRONYMS AND DEFINITIONS

IV. POLICY

V. INELIGIBILITY

VI. PROCEDURES AND RESPONSIBILITIES

VII. REFERENCES

Exhibits: A CDC/ATSDR FARE SHARE PROGRAM APPLICATION

B CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS, SF 1164

I. PURPOSE

This guideline describes the CDC³ policy and procedures for the Fare Share Program, which provides transportation subsidies to qualifying employees.

The goal of this program is to increase the number of employees who use public transportation and reduce the use of automobiles for employee commuting.

II. AUTHORITY AND BACKGROUND

[Executive Order 12191](#) directed agencies to promote ride-sharing as a means to conserve petroleum and oil, reduce congestion, and improve air quality.

[Public Law 103-172](#) provides for the establishment of programs to encourage federal employees to commute by means other than single-occupancy vehicles.

Based on current OMB guidance, transit benefit subsidies are tax-free financial incentives, as determined by the Internal Revenue Service. [OMB Circular No. A-11, Section 35.4](#), states that payments to subsidize federal employees' commuting costs should be charged and reported as personnel benefits. This program is allowable under the Federal Transit Benefit.

III. ACRONYMS AND DEFINITIONS

A. For the purposes of this policy: the following acronyms apply:

¹ Updated to add CDC Local Travel System, replacing Agent Cashier for Roybal Campus.

² Updated to include new annual recertification requirement in effect October 1, 2006.

³ References to CDC also include the Agency for Toxic Substances and Disease Registry (ATSDR).



1. **AHRC** – Atlanta Human Resources Center
 2. **BART** – Bay Area Rapid Transit
 3. **CDC** – Centers for Disease Control and Prevention
 4. **FTE** – full-time equivalent
 5. **MARTA** – Metropolitan Atlanta Rapid Transit Authority
 6. **NC⁴** – national center
 7. **OMB** – Office of Management and Budget
 8. **SF** – standard form
- B. For the purposes of this policy: the following definitions apply:
1. **Employees** – Those occupying full time equivalent positions.
 2. **Fare Share Program** – A program that provides subsidies to employees who use rapid transit transportation.
 3. **Recertification** – An annual process to obtain a statement, signed by an applicant as a prerequisite for receiving federal funds, that he or she (a) meets or will adhere to certain conditions and/or (b) will undertake or not undertake certain actions pertaining to the Fare Share Program.

IV. POLICY

CDC civil service employees and commissioned corps officers are eligible to participate in the Fare Share Program and, upon receiving approval, may be reimbursed for expenses not to exceed the maximum allowable by law per month for use of public transportation to and from their place of employment.

Employees are encouraged to use monthly or weekly fare cards as generally the most economical method of payment for public transportation. Daily fares or tokens shall be authorized only with advance supervisory approval.

Beginning October 1, 2006, Fare Share applications must be recertified annually. The fiscal year time frame is October 1 to September 30. All recertifications must be approved by September 25 of each year.

Participating employees found to be in violation of the Fare Share Program policy will have their Fare Share Program privileges revoked and may be required to pay back any subsidy reimbursements they previously received.

Violations include the following:

- Certifying that use of public transportation is the primary source of transportation when it is not.
- Using a private car or participating in carpools and claiming it as public transportation.
- Using the government credit card to purchase transportation cards, e.g., MARTA or BART tickets.
- Transferring tickets, passes, transportation cards, tokens, or transfers to another person, etc.

⁴ For ease of reference within policy documents, “NC” will refer collectively to CDC’s national centers, institute, the National Immunization Program, the Office of Genomics and Disease Prevention, and the Agency for Toxic Substances and Disease Registry (an independent Health and Human Services Agency for which CDC provides administrative services).

Any false, fictitious, or fraudulent certification will render the employee subject to criminal prosecution under [U.S. Code, Title 18, Section 1001](#), civil penalty action. This provides for administrative recoveries of up to \$5,000 per violation and/or agency disciplinary actions up to and including dismissal.

V. INELIGIBILITY

There are some individuals who are not eligible to participate in the Fare Share Program. They include:

- Individuals who are not employees but who work at CDC under certain special staffing arrangements, e.g., fellows and contractors.
- Those in student/faculty programs.
- Any non-compensable FTEs (persons who do not count against employment ceilings and are not paid from the CDC payroll) will not be eligible to participate in this program.

Those individuals/groups that are not eligible include, but are not limited to:

- Advisory committee members
- Disabled Veterans Unpaid Work Experience Program participants
- Experts and consultants
- Persons employed under the Guest Researcher Program
- College Work-Study Program
- High School Student Training and Education (Hi-Step) Program
- Work Site Experience Program for Students
- Cooperative Summer Program in Biostatistics and Epidemiology (IMHOTEP)
- Visiting Fellow Program

NOTE: Specific questions on employee eligibility should be directed to the servicing NC administrative officer.

VI. PROCEDURES AND RESPONSIBILITIES

A. **Responsibilities of national center (NC) administrative officers with regard to the Fare Share Program**

1. Provide overall administration, implementation, and monitoring within the NC, as needed, for Fare Share Program operations.
2. Assist supervisors and employees within the NC, as needed, for program operations.
3. Review for eligibility and approve employee applications.
4. Notify employees of acceptance into the program.
5. Review the supervisor-approved claims submitted for payment.
6. Obligate funds to be used for reimbursement to employees participating in the program.
7. Notify the Atlanta Human Resources Center for appropriate action if program violations are found.



8. Disallow reimbursement to employees found to be in violation of the program.

B. Responsibilities of the Atlanta Human Resources Center with regard to the Fare Share Program

1. Provide overall planning, administration, implementation, and monitoring of the Fare Share Program.
2. Consult and negotiate the implementation of the policies and procedures associated with the Fare Share Program with CDC labor organizations.
3. Provide internal controls and periodic evaluation to measure the effectiveness of the program; this includes, but is not limited to, submitting reports to Congress and the General Accounting Office on the implementation of transit subsidy programs and employees who have participated in such programs.

C. Responsibilities of participating employees with regard to the Fare Share Program

1. Complete Form CDC 0.1206, CDC/ATSDR Fare Share Program Application.
2. Certify by completion of Form CDC 0.1206, CDC/ATSDR Fare Share Program Application that:
 - a. Public transportation will be used as the primary source of transportation for daily commute to and/or from work more than 50 percent of the time. (Use of public transportation is not required for the entire commute.)
 - b. Fare Share subsidy will be used solely for the daily commute to and/or from work.
 - c. Fare Share tickets, passes, transportation cards, tokens, or transfers will not be transferred to anyone else.
3. Submit application through appropriate administrative channels to your supervisor first for his/her signature and then to the NC administrative office for approval. Employees must be approved for the Fare Share Program before submitting any claims for reimbursement.
4. Once approved, employees purchase a transit pass, obtain a receipt, and file for reimbursement through the local travel system at the end of each month. Receipts should be available upon request, so they should be kept on file by the employee.
 - a. Complete Form SF 1164, Claim for Reimbursement for Expenditures on Official Business, available from regular supply channels. Attach receipts for expenses incurred.
 - b. Submit Form SF 1164 monthly through appropriate administrative channels for approval and payment. Reimbursement will be made by the same method as salary checks. (NOTE: All claims must be made through the local travel system. As of October 1, 2005, the Roybal agent cashier services in Building 4, Room SB28, were discontinued.)



D. Responsibilities of supervisors of Fare Share Program participants

1. Sign employee application and return to employee.
2. Certify that claims submitted for payment are correct and proper.
3. Notify the appropriate NC administrative office of any Fare Share Program violations by any employee under their supervision for appropriate action.

E. Responsibilities of the Financial Management Office with regard to the Fare Share Program

1. The Financial Management Office provides payment of claims submitted by qualifying employees for expenses not to exceed the maximum allowable by law per month for use of public transportation as the employee's primary source of transportation for daily commute to and/or from work.

VII. REFERENCES

- A. CDC Local Travel System. July 2006.
- B. [Federal Facility Ride Sharing Program, Executive Order 12191](#). February 1, 1980.
- C. [OMB Circular No. A-11, Section 35.4](#). July 12, 1999.
- D. Programs to encourage commuting by means other than single-occupancy motor vehicles, [5 U.S.C. 7905](#). April 6, 2006.
- E. Statements or entries generally, [18 U.S.C. Section 1001](#). July 7, 2006.